



Breakfast Club

Introduction

At Hill View Academy, we want our children to thrive, achieve and to have a successful future, we aim to build strong relationships to enable us to work together to allow our children to positively contribute to the community and world in which they live, now and in the future. We aim to give them the core values and skills to support them in achieving academically and socially.

Our Breakfast Club is run by Hill View Academy's staff and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8.00am-8.50am term time, and current costs for each session are free.

Admissions

Only children attending Hill View Academy are eligible to attend Breakfast Club.

All places are subject to availability.

Children's attendance is recorded in a register.

Children with an advanced booking will have a place booked on the register.

If you would like to request a place then please contact lockwood@hillviewacademy.co.uk

Arrival and Departure

Parents and carers are required to bring their child to the middle access gate and sign them in with Breakfast Club Staff.

Children must arrive at Breakfast Club **no later than 8.35am**.

Children will be taken to class at 8.50am by a member of Breakfast Club Staff.

Daily Routine

Parents and carers to bring their children to Breakfast Club, meeting staff at the middle gate.

Children wishing to have breakfast will wash their hands ready to enjoy a freshly prepared breakfast.

Activities will be provided on the tables for the children to complete in a calm, purposeful environment.

8.40am tidy up time encouraging the children to take responsibility for the Breakfast Club environment.

8.45am children collect their coats and bags and be ready to go to their classrooms.

Behaviour

Everyone at Hill View Academy has the right to feel welcome, secure and happy in a positive environment. It is everyone's responsibility to promote good behaviour. You must be familiar with and conform to the school's Behaviour Policy which can be found at:

<https://hillviewacademy.co.uk/policies/>

Safeguarding Children

Breakfast Club Staff are familiar with and conform to the school's Safeguarding Statement and regulations held on the school website and available from the following link:

<https://hillviewacademy.co.uk/keeping-our-children-safe/>

Health and Safety

The club leader is responsible for ensuring that all staff using the school premises during the club are aware of exits, emergency exits and know the location of fire-fighting equipment and emergency telephones. No exits or corridors may be blocked or fire-fighting equipment removed. You must be familiar with and conform to the school's Health and Safety Policy.

Club leaders must complete a risk assessment for their club, which must be reviewed every 2 years unless there is a change to the club format or running, in which case a new risk assessment must be completed.

All our staff hold Food Hygiene certificates.

Fire

In the event of a fire an alarm will sound, children and staff will exit the dining hall and go to the EYFS playground where a member of staff will take a register to ensure all are accounted for.

First Aid and Medical Emergencies

All accidents will be recorded in the Breakfast Club accident book, accurately reported to the parents and carers via phone if necessary (parents are called for head and back bumps or any serious injuries requiring further medical attention) and signed by a member of Breakfast Club staff.

If a child has an injury which requires professional medical attention then the club leader will telephone for an ambulance and also telephone and inform the child's parents. The child must be accompanied to the hospital by an adult whom they are familiar with from the club (unless the parent arrives at the school before the ambulance leaves).

Accident records must give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.

All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during Breakfast Club will be contacted immediately.

All asthma pumps, epi pens and medication which a child may be prescribed are kept in their own clearly labelled box in the nearest Medical Cupboard to their classroom.

If a child requires their medication staff will check their Health Care Plan, located in their medical box, for dosages and procedures parents have asked to follow for that child. Staff must record the giving of any medication on the form provided in the back of the Health Care Plan. If a child is given medication during a club this will be reported to their parents and the school office.

Data Protection

In accordance with GDPR we will hold the personal data supplied herewith in order to fulfil the obligations of this contract. Please see our Freedom of Information Act online at www.hillviewacademy.co.uk

Hill View Academy's Breakfast Club Agreement

This agreement is between Hill View Academy and you, the parent(s) / guardian(s) of the child named below.

NAME OF CHILD / REN:

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CLASS /ES:

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NAME(S) OF PARENT(S) / GUARDIAN(S)

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I have read and understood the Breakfast Club Agreement

PARENT / GUARDIAN SIGNATURE

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PRINT NAME

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RELATIONSHIP TO CHILD

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DATE

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SIGNED ON BEHALF OF HILL VIEW ACADEMY

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DATE

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Hill View Academy Breakfast Club Pupil Registration Form

Pupil Personal Information

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|---------------|--|
| SURNAME: | |
| FORENAME: | |
| HOME ADDRESS: | |
| POST CODE: | |
| TELEPHONE: | |

Parent / Guardian 1 Information

| | |
|-----------|--|
| TITLE: | |
| FORENAME: | |
| SURNAME: | |
| MOBILE: | |
| HOME: | |
| WORK: | |

Parent / Guardian 2 Information

| | |
|-----------|--|
| TITLE: | |
| FORENAME: | |
| SURNAME: | |
| MOBILE: | |
| HOME: | |
| WORK: | |

Other Contact Information

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|----------------------------|--|
| TITLE: | |
| FORENAME: | |
| SURNAME: | |
| RELATIONSHIP TO THE CHILD: | |
| MOBILE: | |
| HOME: | |
| WORK: | |

Pupil Medical Information

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|---------------------|--|
| DOCTOR'S PRACTICE: | |
| PHONE NUMBER: | |
| MEDICAL CONDITIONS: | |

IS THERE A HEALTH CARE PLAN IN SCHOOL?

Yes / No

Pupil Dietary Information ANY ALLERGIES? VEGETARIAN / HALAL ETC?

PLEASE SPECIFY FURTHER DETAILED INFORMATION OF DIETARY REQUIREMENTS:

Please hand in at the school gate on completion or email to office@hillviewacademy.co.uk